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**FY 2009 NLCS REPORTS
Wilderness and Wilderness Study Areas
Template and Instructions**

Instructions

- Reports are required on a state-wide basis only; reports are not required for individual wilderness areas or wilderness study areas (WSAs). The reports shall be generated from FO and DO data.
- It is the State Wilderness Program Lead's responsibility to compile the report.
- The report will be made available to the public. Please ensure that appropriate review and editing occur, resulting in a complete and high quality product. The State Director must certify that he or she has reviewed and approved the report. A certification sheet accompanies these instructions.
- The State Wilderness Program Lead must post the report on the [NLCS Reports SharePoint](#)¹ site by **March 15, 2010** (proposed date). The report should be saved in the Wilderness and Wilderness Study Areas Folder under the appropriate state.
- Questions about this report should be addressed to Dave Harmon, WO-171 Wilderness Program Lead: dave.harmon@blm.gov or (202) 912-7177.

Format

- Reports should be single spaced in 12 point Times New Roman font. They should have one inch margins and a single column format.
- The body of the report must be submitted to WO-171 as a Word file. The Excel portion must be submitted as an Excel file. Please do not incorporate the Excel tables into the Word document, as this makes it difficult for the WO to aggregate data across states. State leads may, of course, incorporate the tables if posting the report on a website or otherwise using it as an outreach tool.
- Please ensure that all three tabs in the Excel spreadsheet are filled out. If you cannot see the tabs, try maximizing the spreadsheet.
- Information in reports should be presented in a bulleted or outline format, rather than in paragraphs. The bullets or outline should follow the format laid out in the "Content" section, below, in terms of section and sub-section headings. Program leads may add additional sub-sections as needed or appropriate.
- Include pictures of activities and resource conditions. These are useful both to illustrate resource issues to WO staff and to use in outreach materials. Especially useful are "before and after" pictures of completed restoration projects and pictures of people working, volunteering, and enjoying public land. Photos should be jpegs and 300 dpi or higher.

Length

- Reports should not exceed ten pages. It is acceptable, however, for reports to exceed this limit due to the inclusion of pictures. The Excel tables are not included in this limit.

¹ http://teamspace/sites-wo/wo170nlc/NLCS/managers_reports

Introduction

- Program leads must include brief introductory information before the body of their reports.

This introductory information shall include:

1. the name, address, phone, and email of the Wilderness Program Lead; if someone other than the Wilderness Program Lead prepares the report, please include this person's contact information as well;
2. a brief report abstract describing the qualities of the BLM wilderness areas and WSAs that characterize your state's wilderness resource.

Body

Please report on and briefly describe the following:

1. Accomplishments and Resource Conditions

Briefly describe the state-wide condition and trend of wilderness character for designated wilderness areas and of wilderness characteristics for WSAs. Where applicable, provide examples of individual wilderness areas and WSAs. Please address the following:

a. Wilderness Areas

- i. Major Accomplishments. List and briefly describe major accomplishments (e.g. new designations, major restoration efforts, important new partnerships...)
- ii. Wilderness Condition. Describe wilderness areas where wilderness character is being impacted by unauthorized activities. Identify and describe issues, including corrective actions taken.
- iii. Wilderness Protection. Report on the following, and provide a brief description:
 - Describe notable issues or trends involving invasive, non-native, or noxious weeds.
 - Describe notable restoration projects undertaken during the year including a summary of acres treated and miles of linear disturbance restored. Indicate whether restoration projects were initiated, continued, or completed. Restoration should be interpreted broadly to include removal of invasive species, stabilization of erosion-prone soils, replanting of native vegetation, reintroduction of key species, rehabilitation of primary ecosystem processes, watershed restoration, etc.
- iv. Inventories. Report the number of wilderness areas for which baseline inventories of wilderness character have been completed using the "Keeping it Wild" monitoring strategy.
- v. Cultural Resources. Describe overall cultural, paleontological, and other heritage resources conditions (good, fair, poor) and any major threats to these resources.
- vi. Describe any other major issues affecting wilderness areas within your state.

b. WSAs

- i. Major Accomplishments. List and briefly describe major accomplishments (e.g. new designations, major restoration efforts, important new partnerships, monitoring of significant changes...).
- ii. WSA Condition. Describe WSAs where impairment has occurred jeopardizing suitability for wilderness designation. Identify and describe issues, including corrective actions taken.
- iii. WSA Protection. Report on the following, and provide a brief description:

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- Describe notable issues or trends involving invasive, non-native, or noxious weeds.
 - Describe notable restoration projects undertaken during the year including a summary of acres treated, and miles of linear disturbance restored. Indicate whether restoration projects were initiated, continued, or completed. Restoration should be interpreted broadly to include removal of invasive species, stabilization of erosion-prone soils, replanting of native vegetation, reintroduction of key species, rehabilitation of primary ecosystem processes, watershed restoration, etc.
- iv. Monitoring. Report the number of WSAs that are being monitored to the BLM standard and the number that are not.
 - v. Cultural Resources. Describe overall cultural, paleontological, and other heritage resources conditions (good, fair, poor) and any major threats to these resources.
 - vi. Describe any other major issues affecting WSAs within your state.

2. Boundaries and Land Status

- a. Report on any recent land acquisitions that have occurred that have changed the total acreage of wilderness area and WSAs managed (list wilderness area and WSAs affected, the amount of acreage added, and the new acreage).
- b. Report the number of wilderness areas with completed congressional maps and legal descriptions.
- c. Describe the status of boundary signing for wilderness areas and WSAs.

3. Recreation Facilities and Trails Conditions

- a. Describe the overall condition (good, fair, poor) of trails and physical facilities located at major wilderness area and WSA trail heads, including any interpretive kiosks and signage. Please use information from the Facility Asset Management System.
- b. Describe any new or ongoing construction.

4. Outreach and Volunteers

- a. Include a brief narrative about contacts with visiting and local publics through print media, the internet, facilities, signs, kiosks, and other modes of communication and interaction.
- b. Describe representative or particularly successful volunteer efforts addressing wilderness or WSAs in your State. Please note when efforts include youth participation.
- c. Describe other outreach efforts, if applicable.

5. Science

- a. Provide a brief overview of science and research activities addressing your state's wilderness areas and WSAs. Describe any resources of significant scientific interest, primary research partners, and, if they have been identified, science goals and objectives. Note that the BLM defines science broadly to include basic and applied research in natural and social science, as well as inventory and monitoring.
- b. Include photographs of people involved in science or research activities, including employees, researchers, children/youth, and visitors.
- c. On the attachment "2009.NLCS.AnnualReportDATA.xlsx" under the "Science" tab, list: location of project, project name, discipline, research contributor/collaborator/partner,

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project description, status, products, applications (i.e. when and how this information will be used), outreach options or story ideas, overall and FY2009 BLM contribution, and overall and FY2009 research partner contributions.

6. Partnerships

Provide a brief overview of partnership activities related to your state's wilderness areas and WSAs. Briefly describe major partnerships, major partnership projects, and, where they have been identified, partnership goals and objectives. Include collaborative efforts with other government entities as well as non-government entities. The BLM defines partnerships as a voluntary and mutually beneficial collaborative relationship between two or more partners, built on the contribution of each party, and formed to achieve or to assist in moving toward a common goal. A partnership may involve the sharing of resources such as time, funds, knowledge, services, or equipment. Be sure to include information pertinent to the science program in the science section above.

- a. Provide photographs of people involved in partnership projects, including employees, partners, children/youth, and volunteers.
- b. On the attachment "2009.NLCS.ReportDATA.xlsx" please list under the "Partnerships" tab: location, project name, project partners, a brief description of the project (focus on accomplishments and activities rather than mission and history), status, results, outreach options, overall and FY2009 BLM contribution, and overall and FY2009 partner contributions.

7. Planning and Staffing

- a. Describe the status of your state's wilderness area management plans (# completed/not completed/name of wilderness area(s)) as of 9/30/09. For plans currently being developed, please report the names of the wilderness areas involved and the projected fiscal year completion dates.
- b. On the attachment "2009.NLCS.ReportDATA.xlsx" please provide information through Table 3 (on the "Staff" tab) on your state's Wilderness Program staffing. Under the contributing subactivity column please list 1210. On Table 4 (also on the "Staff" tab), please list any Wilderness Program staffing needs identified for your state.

8. Training

List any wilderness related training attended by staff and managers responsible for wilderness areas or WSAs. Include the name of the course and number of individuals attending each course.

9. State Lead's Corner (OPTIONAL)

Include other major or unique items the State Wilderness Program Lead deems worthy of discussion. Leads may include this section at their discretion to describe unique challenges faced, alternative management techniques employed, success stories, etc. Please remember that all content should be appropriate for public distribution.